

Guide to Registration and Access to SAP Ariba Business Network

Step by step

moeve

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01

Introduction
to SAP Ariba
Business
Network



Introduction to SAP Ariba Business Network

What is SAP Ariba Business Network?

SAP Ariba Business Network is a dynamic digital marketplace that connects 8 million companies in 190 countries. Companies that digitize their procurement and supply chain processes with SAP solutions ask their suppliers to become Ariba Network suppliers. This makes working together on all shared aspects of business commerce—proposals, contracts, orders, invoices, and payments—more efficient and effective.

Remember that to collaborate in Moeve Chemicals' procurement processes from April 24, 2023, you need to complete a series of steps to register on the SAP Ariba Business Network (supplier portal).

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Types of Accounts



Types of Accounts

Standard Account

- ❑ A free account that is usually activated with the first transaction, although in this case, Moeve Chemicals requires your prior registration before making this first transaction.
- ❑ Allows transactions with one or more customers via interactive emails or through a centralized portal.
- ❑ Enables the electronic receipt of offers, contracts, orders, etc.

Note: The terms and conditions of this type of account may change over time. To check these changes, please visit the ARIBA portal through this [link](#).



Types of Accounts

Enterprise Account

- ❑ A fully-featured account created before the first transactions through a business relationship request from your buyer.
- ❑ Allows you to organize and filter documents in an easy-to-use workbench, run reports, publish electronic catalogs, and establish integration (interface between your ERP and your Ariiba Network account).
- ❑ This type of account may be subject to [fees](#) based on transaction volumes.

Note: the terms and conditions of this type of account may change over time. To check these changes, please visit the ARIBA portal through this [link](#).

03

Registration Step-by-Step



Registration Step-by-Step

To register in SAP Ariba Business Network, you just need to wait to receive the corresponding invitation from Moeve Chemicals and follow the steps included in it:

Invitación: Regístrese para hacerse proveedor de Cepsa Química en Sm@rt Buy

 Miguel Angel González Hernández <s4system-prodeu+CHEMICALS-T.Doc1420363640@eusmtp.ariba.com>
To ● Gonzalez Hernandez, Miguel Angel
Retention Policy Delete month 6 permanent (6 months) Expires 09/10/2023

← Reply ← Reply All

ATTENTION! THIS EMAIL ORIGINATES FROM OUTSIDE THE APSOLUT ORGANIZATION.

Sm@rt buy

Regístrese como proveedor de Cepsa Química en Sm@rt Buy

Hola

Cepsa Química le ha invitado a registrarse para hacerse proveedor en Sm@rt Buy. Empiece por crear una cuenta con Ariba Network. Es gratis.

La solución Sm@rt Buy utiliza Ariba Network para gestionar sus actividades de sourcing y de compras y para colaborar con sus proveedores. Si Proveedor MAGH 1 ya tiene una cuenta con Ariba Network, inicie sesión con su nombre de usuario y su contraseñas.

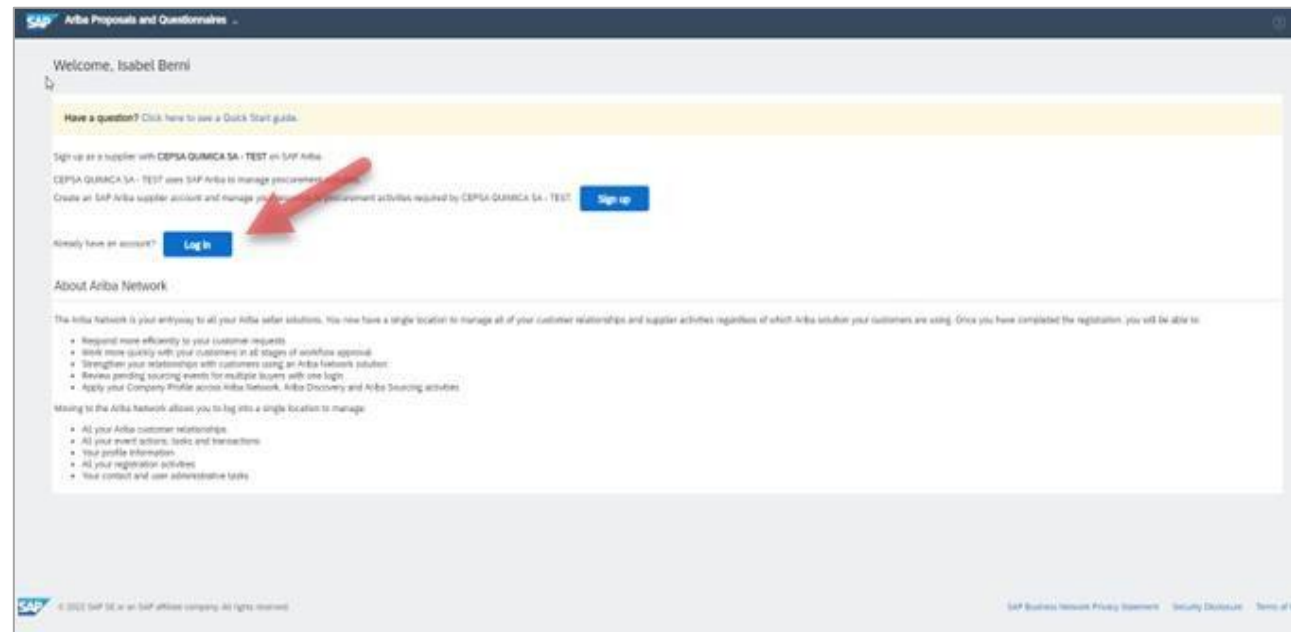
 [Haga clic aquí](#) para iniciar sesión



Registration Step-by-Step

Supplier already registered in SAP Ariba

Step 1: Access your SAP Ariba Business Network account and complete the registration form with the information requested by Moeve Chemicals.





Registration Step-by-Step

Supplier already registered in SAP Ariba

Step 2: Complete the registration form with the information requested by Moeve Chemicals. If during registration you find information already predefined by the system and not editable, this is due to a data migration process from our database at Moeve Chemicals to the new tool.

The screenshot displays the SAP Ariba Sourcing interface for a supplier registration questionnaire. The form is titled "Doc1385020145 - Supplier Registration Questionnaire" and shows a progress bar with 5 steps: 1. Supplier request information, 2. Supplier overview, 3. Operations, 4. Communication, and 5. Bank information. The current step is 1. The form fields include: 1.1 Name of supplier (text field), 1.2 Tax ID (text field), 1.3 Address of supplier (text field), and 1.4 Contact email (text field). The address section is expanded to show: Street (Peña Barrientos), House Number (22), Street 2, Street 3, District, Postal Code (28004), City (Málaga), Country/Region (Spain (ES)), and State/Province/Region (Málaga (29)). A "Submit Entire Response" button is visible at the bottom left.

Once the form is completed and sent to Moeve Chemicals, any information included in it will be available through the tool to be modified whenever necessary.



Registration Step-by-Step

Supplier already registered in SAP Ariba

Step 3: Return to the home page from where you will have access to all proposals, requests, documents, etc.

The screenshot shows the 'Ariba Sourcing' interface. The top navigation bar includes 'Company Settings', 'Isabel Dorado', 'Feedback', and 'Help'. The main content area is titled 'Doc1385020145 - Supplier Registration Questionnaire' and shows a confirmation message: 'Your response has been submitted. Thank you for participating in the event.' Below this, there is a table for 'All Content' with columns for 'Name' and 'Test Label'. The table contains one row: '1.1 Name of supplier' with 'Test Label'. To the right of the table, there are input fields for 'Country/Region' (Spain (S13)), 'Tax Name', 'Tax Type', 'Tax Number', 'Spain VAT Registration Number', 'Organization', 'Spain NIF Number', and 'Organization'. Below these are fields for 'Street', 'Poblado Barriada', 'House Number', 'Street 2', 'Street 3', 'District', 'Postal Code', 'City', and 'Municipality'. A red arrow points to the 'Console' link in the top left navigation bar.

The screenshot shows the 'Ariba Proposals and Questionnaires' interface. The top navigation bar includes 'Standard Account', 'Get enterprise account', and 'TEST MODE'. The main content area is titled 'SMART BUY-TEST' and shows a welcome message: 'Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.' Below this, there is a 'Home' link and a list of sections: 'Events', 'Risk Assessments', 'Registration Questionnaires', 'Qualification Questionnaires', 'Questionnaires', and 'Certificates'. Each section has a table with columns for 'Title', 'ID', 'End Time', and 'Event Type'. The 'Registration Questionnaires' table has an additional 'Status' column. The 'Registration Questionnaires' table shows one row: 'Supplier Registration Questionnaire' with ID 'Doc1385020145', End Time '3/20/2023 1:51 PM', and Status 'Pending Approval'.



Registration Step-by-Step

Supplier not registered in SAP Ariba

Step 1: Register as a new user in SAP Ariba Business Network through the following link:

The screenshot displays the SAP Ariba registration interface. At the top, it says 'Welcome, Isabel Berni'. Below this, there is a yellow banner with the text 'Have a question? Click here to see a Quick Start guide.' The main content area contains the following text: 'Sign up as a supplier with CEPISA QUIMICA SA - TEST in SAP Ariba', 'CEPISA QUIMICA SA - TEST uses SAP Ariba to manage procurement activities.', and 'Create an SAP Ariba supplier account and manage your responses to procurement activities required by CEPISA QUIMICA SA - TEST'. A blue 'Sign up' button is positioned to the right of this text, with a red arrow pointing to it. Below the 'Sign up' button is a 'Log in' button. The page also includes an 'About Ariba Network' section with a list of benefits and a 'Missing to the Ariba Network' section with a list of features. At the bottom, there is a footer with the SAP logo and copyright information, and links for 'SAP Business Network Privacy Statement', 'Security Disclosure', and 'Terms of Use'.



Registration Step-by-Step

Supplier not registered in SAP Ariba

Step 2: Enter the information related to your company, as well as user and/or business area.

The screenshot shows the 'Create account' page in SAP Ariba. The page title is 'SAP Ariba Proposals and Questionnaires'. Below the title, there are two buttons: 'Create account and continue' and 'Cancel'. The main heading is 'Create account', followed by a sub-heading: 'First, create an SAP Ariba supplier account, then complete questionnaires required by CEPESA QUIMICA SA - TEST.' The section is titled 'Company information'. It contains several input fields: 'Company Name' (with 'test_sasbe' entered), 'Country/Region' (dropdown menu showing 'Spain [ESP]'), 'Address' (with 'Peptia Barrientos' entered), 'Line 2' (empty), 'Postal Code' (with '29004' entered), 'City' (with 'Málaga' entered), and 'State' (dropdown menu showing 'Select'). A note states: 'If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.' A small asterisk indicates a required field.

The screenshot shows the 'User account information' page in SAP Ariba. It contains several input fields for user details: 'First Name', 'Last Name', 'Email', 'Phone', 'Company', 'Country', and 'Address'. Below these fields, there are two sections: 'Tell us more about your business' and 'Business area'. The 'Business area' section has a dropdown menu showing 'Select'. At the bottom right, there is a red arrow pointing to the 'Create account and continue' button.



Registration Step-by-Step

Supplier not registered in SAP Ariba

Step 3: Complete the registration form with the information requested by Moeve Chemicals. If during registration you find information already predefined by the system and not editable, this is due to a data migration process from our database at Moeve Chemicals to the new tool.

Once the form is completed and sent to Moeve Chemicals, any information included in it will be available through the tool to be modified whenever necessary.



Registration Step-by-Step

Supplier not registered in SAP Ariba

Step 4: Return to the home page from where you will have access to all proposals, requests, documents, etc.

The screenshot shows the Ariba Sourcing console for a user named 'Isabel Dorado'. The main content area displays 'Doc1385020145 - Supplier Registration Questionnaire' with a green success message: 'Your response has been submitted. Thank you for participating in the event.' Below this, the 'All Content' section shows a list of questionnaire items, including '1.1 Name of supplier', '1.2 Tax ID', and '1.3 Address of supplier'. A 'Show More' button is visible next to the '1.3 Address of supplier' item. A red arrow points to the 'Console' link in the left-hand navigation menu.

The screenshot shows the Ariba Proposals and Questionnaires dashboard. The top navigation bar includes 'Ariba Proposals and Questionnaires', 'Standard Account', and 'Get enterprise account'. The main content area is titled 'SMART BUY-TEST' and contains a welcome message. Below the message, there are several sections with data tables:

- Events:** A table with columns 'Title', 'ID', 'End Time', 'Event Type', and 'Participated'. It shows 'No items'.
- Risk Assessments:** A table with columns 'Title', 'ID', 'End Time', and 'Event Type'. It shows 'No items'.
- Registration Questionnaires:** A table with columns 'Title', 'ID', 'End Time', and 'Status'. It shows one item: 'Supplier Registration Questionnaire' with ID 'Doc1385020145', end time '3/20/2023 1:51 PM', and status 'Pending Approval'.
- Qualification Questionnaires:** A table with columns 'Title', 'ID', 'End Time', 'Commodity', 'Regions', and 'Status'. It shows 'No items'.
- Questionnaires:** A table with columns 'Title', 'ID', 'End Time', 'Commodity', 'Regions', and 'Status'. It shows 'No items'.
- Certificates:** A table with columns 'Certificate Info', 'Effective', 'Expiration', 'Attachment', 'Questionnaire', and 'Status'. It shows 'No items'.

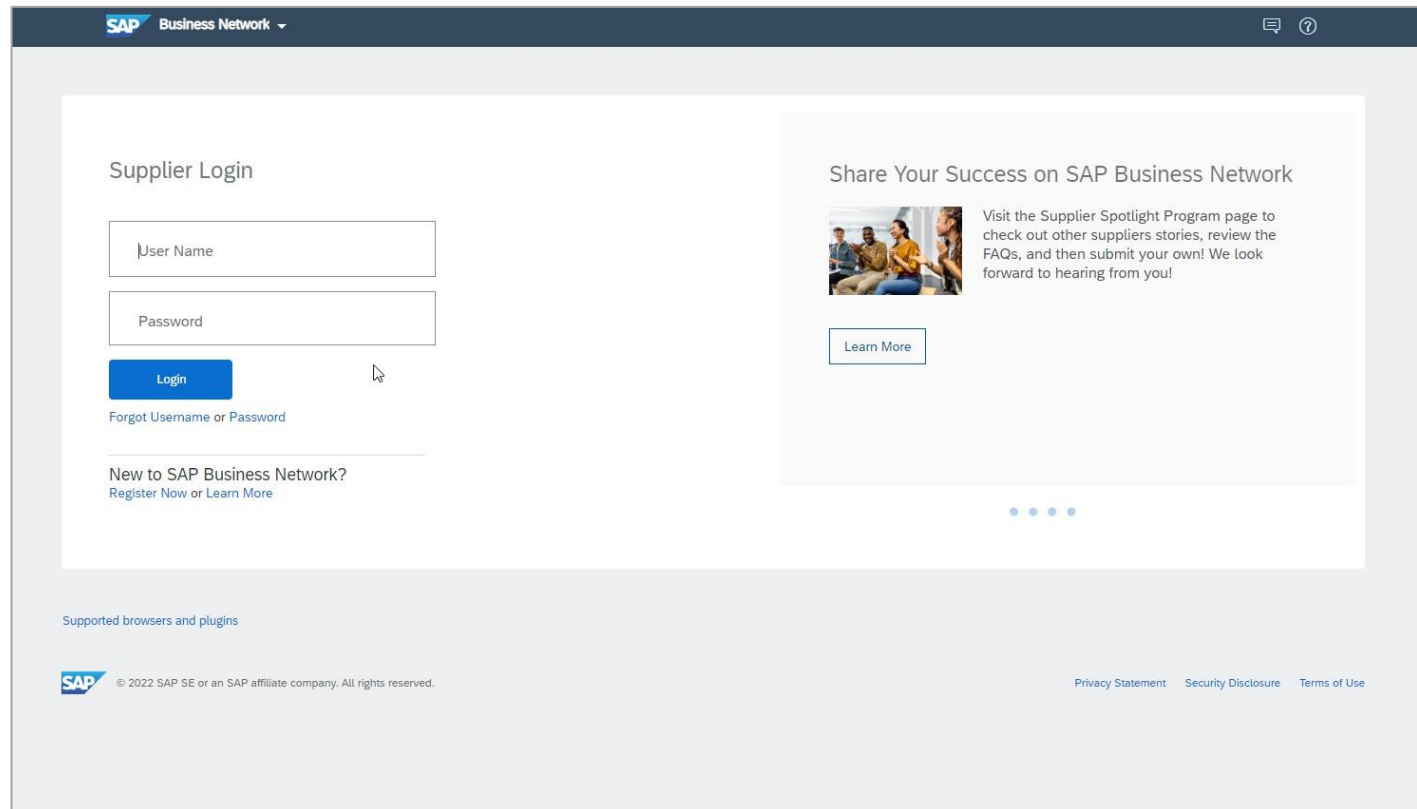
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Access to SAP
Ariba Business
Network



Access to SAP Ariba Business Network

Once you have a SAP Ariba Business Network account, you can log in on the main page through the link <https://supplier.ariba.com> where you will need to enter your credentials (username and password indicated during registration).

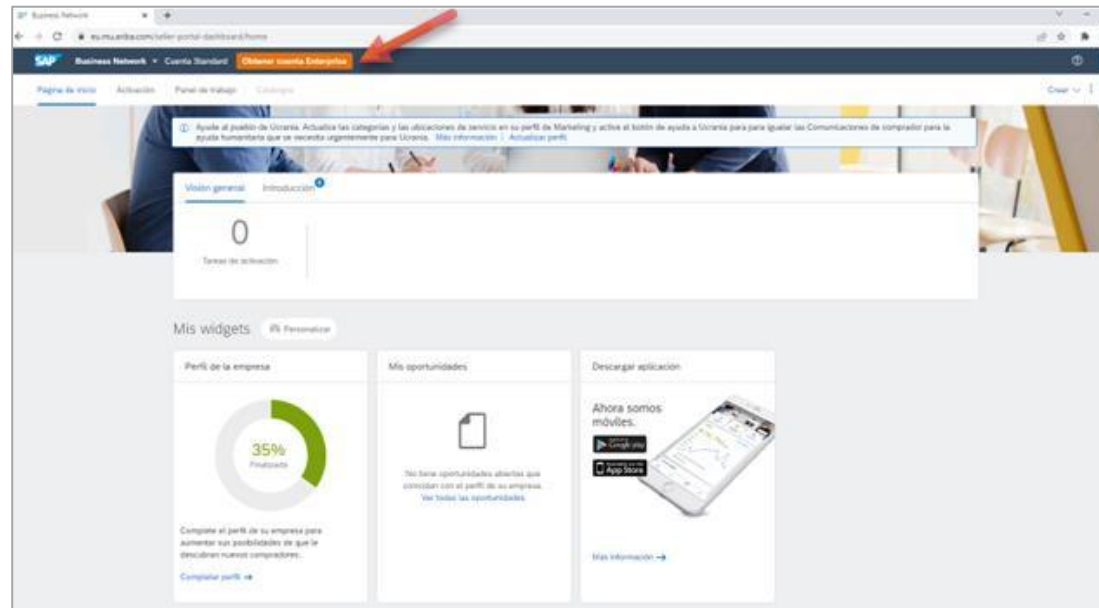




Access to SAP Ariba Business Network

How to obtain an enterprise account?

If at any time you wish to upgrade your standard account to an enterprise account, remember that you can do so directly through the “Obtain Enterprise Account” option within the SAP Ariba Network portal.



Note: Remember that all operations with Moeve Chemicals can be carried out with a standard account.

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Help Center



Help Center:

What is the Help Center?

The SAP Help Center is a feature accessible from your SAP Ariba Business Network account, allowing you to access various types of useful information.

How do I access the Help Center and what is it for?

The Help Center is visible in the upper right corner of the screen, and to access it, you just need to click on the following icon:

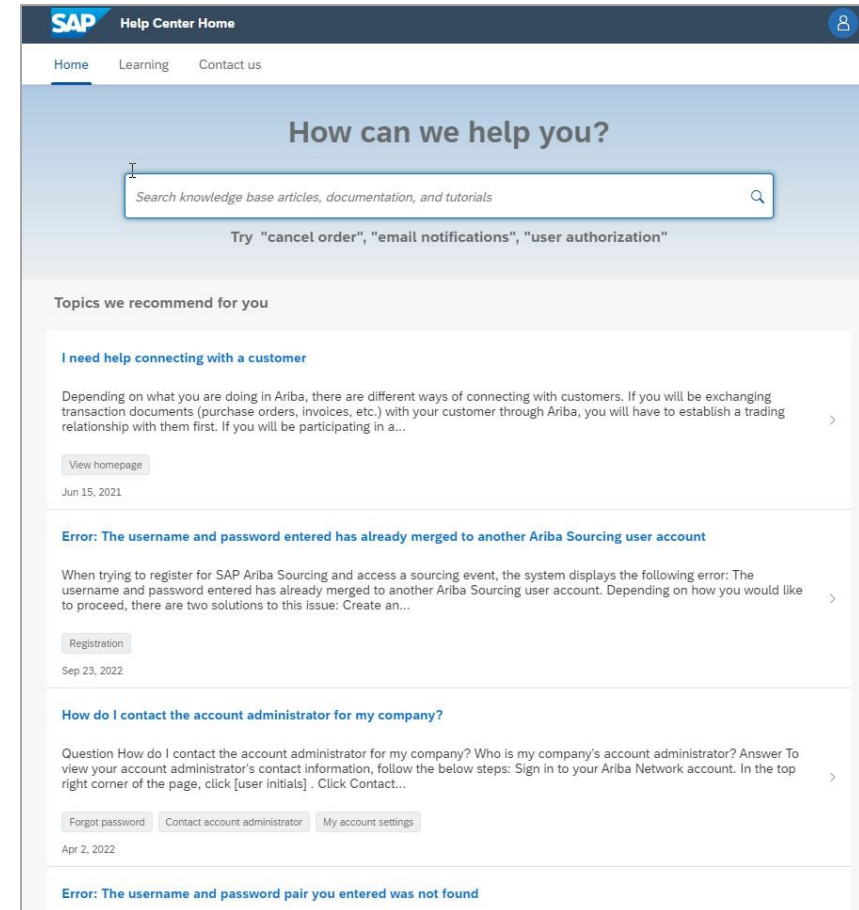




Help Center:

Once you click, a tab will open on the right side of the screen as shown below, where you can do the following:

1. Ask questions
2. Access documentation
3. Search for help topics
4. Request support
5. Access the latest news
6. Frequently asked questions
7. Others





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